



About Los Altos

Los Altos is a full service City with a budget of approximately \$39 million and a full-time staff of 130 employees. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center. Los Altos, California (population 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational and business attractions.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

Typical Duties / Essential Functions

- Serve as City's primary liaison to Los Altos business and commercial districts
- Establish and maintain positive relationships with business community and business associations
- Communicate City's policies and goals pertaining to the desired business climate
- Plan, schedule, and implement economic development programs and activities
- Organize community meetings and events
- Advise the public, developers and other interested parties on a variety of economic development matters
- Develop public information materials
- Perform media and community relation functions in collaboration with the City's Public Information Coordinator
 - Conduct studies, prepare reports, analyze policies, and make recommendations to staff, Commissions, the City Council, and other groups
- Coordinate with other agencies and organizations on regional economic development activities
- Administer special projects and assigned programs
- Demonstrates organizational leadership
- Performs other duties as assigned





Position

Under general supervision of the Assistant City Manager, the Economic Development Manager is responsible for identifying needs and opportunities for enhancing the civic business environment and the profitability of businesses in the City's seven commercial districts. The position develops the full range of policy, program and implementation strategies including targeted marketing of Los Altos as a retail and office destination. The position addresses both operational, real estate development, and real estate reuse needs for retail and office, and develops outreach programs, relationships and internal policies to recruit and retain businesses.

Ideal Candidate

The ideal candidate possesses the following skills and characteristics:

- Is highly professional, patient, respectful, and ethical
- Possesses excellent problem-solving skills and a can-do attitude
- Communicates effectively and proactively both verbally and in writing
- Has knowledge and experience implementing best practices related to economic development and vitality
- Enjoys working in a small town atmosphere with an engaged public, including merchants, property owners, and residents
- Manages competing priorities and balances needs of the business community with direction of City Council

Minimum Qualifications

Knowledge of:

Principles and practices of local land use planning, real estate and real estate development as well as those pertaining to transportation, planning and community and economic development; Communication and interpersonal strategies to build proactive relationships and understanding on issues related to government and business and the economic health of Los Altos; Marketing strategies for building the reputation of Los Altos as a business and customer destination; Real estate and development entities that have the potential to support opportunities and work in partnership with Los Altos government and community.

Skill in and Ability to:

Represent the City to business entities and associations both in and outside of Los Altos to establish and maintain a reputation of Los Altos as a desirable business location with a strong cadre of successful businesses; Represent business, real estate and real estate development issues internally to advocate for business interests and to build strong understanding of business and its value to Los Altos; Make public presentations that are productive for the City of Los Altos by building understanding that can lead to consensus on key issues and win-win opportunities; Identify opportunities for and build partnerships to support economic development initiatives; Assist City Departments and staff in developing positive interactions with the business community and retail customer community; Model proactive solutions, build understanding and recommend adjustments in policy or practice to better achieve overarching goals of all parties; Formulate economic development initiatives and win support for them based on factual information and sensitivity to the involved parties so the initiatives can be the basis for ongoing partnerships; Develop a marketing and communications strategy that positions Los Altos for the selected growth and change it seeks.



Experience and Education

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of progressively responsible experience in areas of business development, real estate development, real estate site selection, destination marketing, government economic development or community development

Education: A Bachelor's Degree in public administration, business or a closely related field

Desirable Education: A Master's Degree in one of the fields listed

Physical Requirements / General Working Conditions

Work in an office and field environment; sustained posture in a seated position for prolonged periods of time. Work generally involves a high degree of concentration, especially in the coordinating the relationship between government activities and regulations and private sector requirements and practices in business, real estate, and real estate development.

Salary and Benefits

\$8,844 — \$10,751 monthly

For new employees who are existing members of the California Public Employee Retirement System (CalPERS) the retirement formula is 2% @ 60. Employee pays 7% of salary for employee CalPERS retirement benefit. For new CalPERS members, retirement benefits are pursuant to the California Public Employee's Retirement Reform Act of 2013 (PEPRA) Section 7522.10, employees hired on or after January 1, 2013 will have a retirement formula of 2% @ 62 and will pay up to 50% of the normal CalPERS retirement cost. Normal cost is determined yearly by CalPERS actuarial.

- Choice of HMO or PPO plans through CalPERS Health Benefits
- Dental Reimbursement Plan
- City-paid life insurance; additional life insurance purchase option
- Long Term Disability insurance purchase option
- Vacation starting at 10 days annually
- Sick leave allowance of 12 days annually
- 10 annual holidays plus 2 Float Days
- 457 Deferred Compensation plans
- Flexible Spending Plan: dependent care and health care reimbursement
- Employee Assistance Program



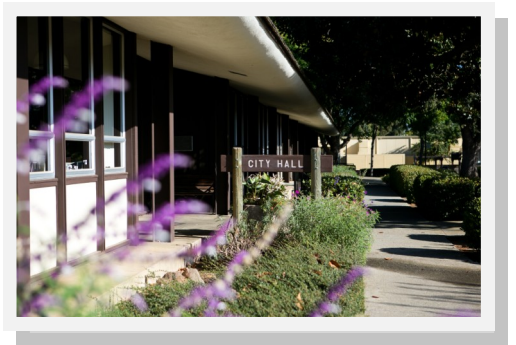


Background Investigation

Finalists will be required to undergo a background investigation check. Employment offers are contingent upon passing a drug screen examination. Past criminal convictions cannot be grounds for automatic disqualification but all candidates will be evaluated on a case-by-case basis.

Equal Opportunity Employer

The City of Los Altos is an equal opportunity employer and values diversity. If you need reasonable accommodation to participate in any component of the testing process you must notify the Human Resources Division as soon as possible. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.



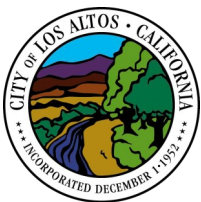
Application Procedure

Application, cover letter, resume and three professional references must be received no later than **5:00pm, Tuesday, March 18, 2014**. Applications may be obtained in the following ways:

- Apply online at www.calopps.org. Member City: Los Altos
- Visit the City website at www.losaltosca.gov to print the application form
- Call the City's 24-hour Job Hotline at (650) 947-2766
- Obtain in person by visiting Los Altos City Hall

Selection Process

All applications and materials will be reviewed. Those most closely matching the desired qualifications and requirements will be invited to participate in an interview. **Interviews are scheduled to be held on Thursday, March 27, 2014.**



City of Los Altos
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